

Support Service Grant

Webinar

March 7, 2013

Grant Program

FOR AUDIO PLEASE CALL:

Phone: 888-396-9185

Passcode: 3927574

The USDA Farm to School **Grant Program**

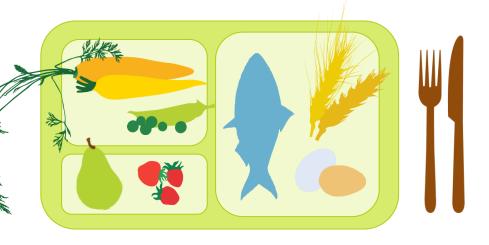
Matt Russell

Grant Program Manager

Support Service Grant

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Matthew Russell

Grant Program Manager Agricultural Marketing Service

with

Leslie Byrd

Grants Management Specialist and

Laura Brown

Farm to School Program Analyst



How to make a comment or ask a question:

» Type your question or comment using the Q&A Tab



» Ask your question or comment on the phone by pressing *1 (when lines are open)







- » Background Info
- » Today's Topic: Support Service Grants
- » Scoring
- » Budget & Match
- » Registration Process, Forms and Format
- » Resources
- » Questions?







- » What is farm to school?
- » Authority and Purpose
- » USDA Context
- » Eligibility Requirements
- » Types of Grants



What is farm to school?

Generally understood to include efforts that connect schools with local or regional producers in order to serve local or regionally produced foods in school cafeterias.

In addition to <u>procurement</u> activities, also includes <u>food</u>, <u>agriculture</u> and <u>nutrition-based efforts that span a whole host</u> of experiential activities such as:

- School gardens;
- Field trips to local farms;
- Cooking classes;
- Science lessons taught using agricultural crops, etc.



Authority

Authority for this grant program comes from the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), which amended Section 18 of the Richard B. Russell National School Lunch Act (NSLA) to establish a farm to school program.

Purpose

To improve access to local foods in eligible schools through grants and technical assistance.

Agency

The USDA Food and Nutrition Service (FNS) is charged with implementing the farm to school program.



Local?

Yours to define.

Competitive Grants For:

- » Training;
- » Supporting operations;
- » Planning;
- » Purchasing equipment;
- » Developing partnerships; and
- » Implementing farm to school programs.



Integrated

Best when an integrated approach is taken where cafeteria changes are supported and reinforced throughout the school learning environment.

Inclusive

As it relates to procurement, inclusive of many types of food producers, such as farmers, ranchers, and fishermen, as well as many types of food businesses, including food processors, manufacturers, distributors, and other value-added operations.

Ultimate vision

American school children have regular access to regionally sourced foods. School cafeterias championing U.S. agriculture and proudly promoting regionally sourced foods that meet or exceed school nutrition standards are the norm, not the exception.



Who can apply?

- Eligible schools (K-12 School Food Authorities (SFA's) that participate in the National School Lunch or Breakfast program);
- State and local agencies;
- Indian tribal organizations;
- Agricultural producers or groups of agricultural producers; and
- Non-profit entities.

For what kind of project?

Funding is intended only for those projects that will ultimately benefit children in grades <u>K-12</u> served through the <u>National School Lunch and Breakfast Program</u>.



NOT eligible as lead entity:

- Institutions of higher learning;
- Cooperative extension service;

My university is a non profit 501.c.3 – still not eligible My extension program is a state agency – still not eligible

- Individual parents, individual teachers;
- Hospitals.

Ineligible project types:

- Pre-school or head start programs;
- Adult care programs.



Three Types of Grants

- Planning grants (March 5, see website for more info)
- Implementation grants (March 6, see website for more info)
- Support service grants (TODAY's Topic)

Distribution of awards

- Planning grants will represent approx. 25% of total grant funding
- Implementation and support service grants will represent approx.
 75% of total grant funding
- USDA will seek to ensure geographical diversity to the extent possible

How many projects can I apply for?

- You can serve as the lead on only one application. You must choose between submitting a planning grant or an implementation grant, and in either case, may only submit one application.
- You may be listed as a collaborator or partner on more than one application.







- » The basics
- » Intent and who can apply
- » Allowable activities
- » Requirements and T&TA
- » Evaluation protocols
- » Priority consideration
- » Requirements
- » Proposal narrative



Support Service Applications

- Funding range = \$65,000 \$100,000
- 1-2 years
- Only 10% of the budget can go toward food costs (and only educational uses of food)
- 25% match is required

Important Dates

- Application Deadline: Midnight EST, April 24, 2013
- Award notices: Early FY 2014

Applications must be submitted on grants.gov

 Feb. 27, 2013 presentation slides are archived on the USDA Farm to School website



Intended to

Help entities working with schools or school districts to further develop and provide broad reaching support services to farm to school initiatives.

Who can apply?

State and local agencies, Indian tribal organizations, agricultural producers or groups of agricultural producers, and non-profit agencies that have evidence of strong community support and partnerships.





Activities such as:

- Aggregating local food supply to more effectively meet the needs of school districts;
- Readying producers to participate in the school food market by providing Good Agricultural Practices (GAP) and other food safety training;
- Testing products or conducting school food market feasibility analyses;
- Developing new local food products or formulations to meet the needs of schools;
- Improving infrastructure to accommodate new ingredients or menu items;
- Forming statewide or regional networks or coalitions of varying kinds;
- Providing technical support in the form of face-to-face trainings, consultations, webinars, etc.;
- Hosting networking or other meet and greet events designed to bring school food service directors in contact with regional producers, processors, manufacturers and distributors;
- Developing promotional campaigns in support of farm to school initiatives;
- Strategic planning to expand or coordinate efforts; and,
- Conducting farm to school evaluation efforts.





Support Service Grantees will be required to:

- Participate in an orientation webinar and periodic webinars throughout the course of the Implementation grant.
- Attend one face-to-face meeting, possibly timed to coincide with a
 national conference that provides exposure to farm to school best
 practices and networking opportunities. (Applicants must include travel
 costs for at least one project representative, preferably the project
 director, in their grant budgets to attend this meeting.)
- Complete standardized evaluation activities as determined by USDA.



Evaluation and Impact

Grant recipients shall agree to cooperate in an evaluation of the program carried out using grant funds. Upon selection of grant awardees, USDA will provide further guidance and direction regarding evaluation protocols and common indicators.

Applicants should expect that evaluation protocols will include both process evaluations and outcome evaluations.

What to include in your application

- How do you plan to evaluate your success in accomplishing key activities and achieving end results or impacts?
- Who will be responsible for data gathering and evaluation?
- To what extent do you have experience conducting process evaluations and to what extent do you have experience conducting outcome evaluations?









Free or Reduced Price Meals

HHFKA mandates that <u>priority consideration</u> be given to schools or school districts serving a high proportion of children who are eligible for free or reduced price meals.

Need a high percentage to apply?
No!

Priority Consideration

The selecting official will take into account the free and reduced price meal eligibility rates, but extra points will not be assigned in FY 2014.



MUST Have

- Evidence of existing community support
- Minimum of 3 letters of support detailing the degree to which your F2S efforts are supported by external school and community partners
- 25% match of total project cost, in form of cash or in-kind contributions
- Will be deemed ineligible without three letters of support or without complete application materials submitted to grants.gov

ENCOURAGED to Have

- Funded collaborations where a USDA investment would be additive or readily leveraged
- Supply chain partnerships with regional producers, processors, manufacturers or distributors
- Evidence of F2S program maturity and/or success to date
- Submissions that reach more than one school are preferred
- Projects that include a focus on innovative procurement strategies are preferred

Requirements







Background Info

- Organizational Information
- Describe Your Experience in Farm to School Initiatives
- Farm to School Lessons Learned to Date

> The Project

- Proposed Project
- Key Project Partners
- Objectives, Activities, and Timeline
- Evaluation Plan
- Sustainability

Quality Assurance and Staffing

- Project Management and Quality Assurance
- Staffing
- Financial Management System







Scoring

- Initial screening for eligibility and completion
- Two-tiered panel review

Criteria

•	Support	Service	Grants
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 F2S Experience, Track Record 	25 pts
 Alignment with F2S Program Goal 	s 25 pts
 Project Design and Management 	20 pts
 Evaluation 	10 pts
 Sustainability and Transferability 	10 pts
Budget Plan	10 pts

Support service grant scoring criteria







Required forms to be submitted

- Coversheet
- Budget Forms SF-424 Forms (SF-424, SF-424a, and SF-424b)
- Disclosure of Lobbying Activities (SF-LLL)
- Statement of Assurance Regarding Felony Conviction or Tax Delinquent Status

Required Format of Application

- Coversheet (template in RFA appendix)
- Table of contents
- Narrative response (10-page max)
- Paper size 8 ½ x 11, 12pt font, Times New Roman or Arial, numbered pages

MUST be submitted via grants.gov by Midnight EST, April 24, 2013!

Tip: Submit your application 1 week early!



SF-424A: Budget information (Completed online)

- Section A complete line 1 with the total amount of the grant, leaving columns c and d blank
- Section B complete columns 3, 4, and 5 for applicable budget categories
- Section C complete line 8 and all applicable columns to identify non-Federal resources
- Section D complete funding needs for Year 1 only
- Section E complete funding needs for subsequent years of the grant program, if applicable



OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Progra	ms
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		SEC.		A - BUDGET SUM						
Grant Program Function	Catalog of Federal Domestic Assistance	Estimated Unc		obligated Funds			t			
or Activity (a)	Number (b)	Federal (c)		Non-Federal (d)		Federal (e)		Non-Federal (f)		Total (g)
1. Farm to School	10.575	\$	\$		\$	36,465.00	\$	12,980.00	\$	49,445.00
2.										0.00
3.										0.00
4.										0.00
5. Totals		\$ 0.00	\$	0.00	\$	36,465.00	\$	12,980.00	\$	49,445.00
		SECTI	ON B	- BUDGET CATE	GOR	ES	<u>'</u>			
6. Object Class Catego	ries	(1) Federal	GRANT PROGRAM, FUNCTION OR ACTIVITY							Total (5)
a. Personnel		(1) Federal \$ 14,000.00	(2)	7,000.00	(3)		\$		\$	21,000.00
b. Fringe Benefi	ts	4,200.00		2,100.00						6,300.00
c. Travel		4,450.00		1,000.00						5,450.00
d. Equipment		0.00		0.00						0.00
e. Supplies		5,500.00		1,700.00						7,200.00
f. Contractual	5,000.00		0.00						5,000.00	
g. Construction	0.00		0.00						0.00	
h. Other	0.00		0.00						0.00	
i. Total Direct Cl	33,150.00		11,800.00		0.00		0.00		44,950.00	
j. Indirect Charg	3,315.00		1,180.00						4,495.00	
k. TOTALS (sur	\$ 36,465.00	\$	12,980.00	\$	0.00	\$	0.00	\$	49,445.00	
7. Program Income		\$	\$		\$		\$		\$	0.00

Support Service Grants Budget and Match



Line Item Budget Narrative

- For each line item, provide full details, such as:
 - Salaries By position, identify position title, percentage of time or hours dedicated to the project, and job duties.
 - Travel Identify number of trips, number of staff traveling, average cost per trip, purpose of trip(s), mode of transportation.
- Sub-award: provide the following information:
 - If known, identify the sub-awardee (partner)
 - Describe the activities including the related costs that the sub-awardee will perform
 - Basis for the calculation of those costs





Indirect Costs

Those costs benefitting more than the proposed grant project, such as utility costs for the project location, salary costs for the payroll clerk, etc.

- If claiming indirect costs, provide negotiated indirect cost rate approval letter
- An applicant may propose indirect costs within their budget proposal without an approved rate. However, if a proposal is recommended for funding, an indirect cost rate proposal must be submitted prior to the award.

Support Service Grants Budget and Match



MUST provide

A 25% match of total project cost from non-Federal sources

 Include a description in the budget narrative and identify the entity who will be providing the support

Examples

- **Cash** salary paid to an employee of the partner organization for project related activities
- **In-kind** value of loaned or donated equipment, based on fair market value or value of volunteer time spent on project activities.
 - Hourly wages should be based on the current wage rate in the community

Documentation of Matching Funds

- Accounting records that support actual expenditures
- Time sheets of volunteer hours worked
- Documentation of the value of loaned or donated equipment, such as an invoice, property records, etc.









Required registrations

In order to submit a grant proposal on grants.gov, you must first register with the following:

- Data Universal Numbering System (DUNS): <u>www.dnb.com</u>, or 1-888-814-1435
 - Effective 10/1/10, all applicants and awardees for a Federal grant must obtain a universal identifier
 - Contact Dun & Bradstreet to obtain a number
 - http://fedgov.dnb.com/webform/displayHomePage.do
 - No fee
 - May take several days!



Register with System for Award Management (SAM)

- After obtaining a DUNS number, applicant will need to register with SAM
 - To register, visit: <u>www.sam.gov</u>
 - Free on-line registration database
 - May take 3-5 business days

Register at grants.gov

 After obtaining a DUNS number and registering in SAM, applicant will need to register at grants.gov

http://www.grants.gov/applicants/get_registered.jsp

- No cost registration
- Registration takes between 3-5 business days





Farm to School Grant Resources



Farm to School website (www.fns.usda.gov/cnd/f2s/)

- Request for Applications
- Frequently Asked Questions (FAQ)
- Sample grants
- Overview of last year's grant awards
- Webinar information and more...
- Sign up for our E-letter!

Grants.gov primer (February 27, 2013 – presentation slides available on our website)









Dial in your questions by pressing *1 on your phone. The operator will open the line to you in the order your request was received.

-or-

At the top left of your screen, type your questions into the Q and A tab.





Grant Question Contact Information

» farmtoschool@fns.usda.gov

